



Academic Policy

Policy Type:	Credit by Examination
Policy Number:	AC-1012
Date Adopted:	11/1/2006
Version:	5.0
Review Cycle:	Annually
Date Last Reviewed:	3/23/2022
Office Responsible:	Academic Deans
Reviewing Committee:	Deans' Council & Academic Council
Related Policies:	N/A
Related Laws:	N/A

Policy Summary:

Jackson College recognizes that some students enter college with proficiencies that warrant college credit. Credit by examination is one of the options offered.

Scope: This policy applies to the college, courses, faculty and students.

Policy Statement:

Students may request credit by examination to demonstrate skills and knowledge in many courses offered by the College. The examination may include a comprehensive written/oral exam, portfolio review, lab projects, computer programs, timed writings or any combination depending on the subject area. Credit by examination is designed to grant credit at JC and may or may not transfer to other colleges or universities. Credit by examination forms are available from the appropriate department chair's office and on the JC web site. Students should discuss with the department chairperson or designee the feasibility of completing the examination. If the application for credit by examination is approved, it is assigned to a faculty member who contacts the student and provides more information about the examination.

One attempt at credit by examination per course is allowed.

Credit by examination may not be used:

- as a method of repeating a course,
- as a method of maintaining catalog of entry or continuous enrollment, or
- as transfer credit to another institution

Credit earned as a result of the examination will be applied towards the degree or certificate residency requirement.

The credit by examination application along with the completed examination including results will be recorded and maintained by the Registrar's office.



To receive credit by examination, a grade of 2.0 or better must be earned.

Transcripts show credit only for the course as a result of the examination, along with the denotation: "Credit by Examination". No grade is transcribed. The student will receive an official notice (student transcript) once the credit is posted. A maximum of 15 credit hours can be applied to a student record by the credit-by-exam process.

Reference(s): Credit by Examination Procedure, Form

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/01/2006	1.0	Initial Release	J. Frew
10/10/16	2.0	Reviewed by Academic Council	J. Frew
12/18/19	3.0	Alignment with CBE goals to make it more affordable for students	J. Frew, K. Thirolf, Z. McNitt, D. Baskin
1/15/20	4.0	Edits	VP for Instruction, Kate Thirolf
03/23/21	4.1	Edits to Pricing / Fees	Z. McNitt / J. Frew
03/23/22	5.0	Adjusting Residency Language	Z. McNitt



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